

***WELCOME***  
*TO THE*  
***FRITZ G. LANHAM***  
***FEDERAL BUILDING***

*819 TAYLOR STREET  
FORT WORTH, TEXAS*



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## *WELCOME TO THE FRITZ G. LANHAM FEDERAL BUILDING*

### **General Building Information.**

The Fritz G. Lanham Federal Building is recognized as a landmark and premier office address. The federal building was artfully constructed of reinforced concrete, marble columns, granite wings, with spandrel glass exterior windows. Construction of the Fritz G. Lanham Federal Building began in 1964 and was occupied in July 1966 when Lyndon B. Johnson was president. The building was named after a distinguished member of the House of Representatives from Texas. Fritz G. Lanham served in the House from 1919 to 1947. The federal building is located at 819 Taylor Street, Fort Worth, TX 76102. The Fritz G. Lanham Federal Building, commonly referred to as the Federal Office Building (FOB), is situated in the southwest part of downtown Fort Worth and has the assigned building number, TX0224ZZ. The FOB consists of 14 floors with one basement, one sub-basement, and one mechanical penthouse. It has a total of 787,380 square feet of gross floor space of which 570,510 square feet is assigned floor area.

By providing ramps and restrooms, the Fritz G. Lanham Federal Building is 100% accessible by mobility impaired personnel.

The Fritz G. Lanham Federal Building's hours of operation are from 6 a.m. until 6 p.m., Monday through Friday. The FOB is secured by Federal Protective Service personnel 24 hours a day, 365 days a year. However, after hour admittance is permitted via ID cards issued by the agencies or Control Center authorization. The FOB is occupied by numerous tenants. A listing of the FOB tenants include the following agencies or services:

Fort Worth Customer Service Center	Corps of Engineers
U.S. Postal Service	AFGE Union
Social Security Administration	Jonny's Snack Bar
Warren's Smoke and Gift Shop	Gene's Snack Bar
Fort Worth Federal Credit Union	GSA Regional Administrator
Federal Telecommunication Services	Federal Protective Service
Federal Supply Service	Fleet Management Service
Federal Highway Administration	National Labor Relations Board
Congressman Jim Wright	Property Management Division
Property Development Division	Fort Worth Portfolio Management
Social Security-Hearing & Appeals	Federal Occupation Health Service
Fort Worth Property Mgmt Center	Real Property Disposal
Railroad Retirement Board	Property Acquisition. & Realty Svcs
Office of Resource Mgmt	Drug Enforcement Administration
GSA Finance Division	Corps of Engineers Federal Credit Union
Office of Technology Services	Dept. of Labor/Employment Standard Adm.
National Weather Service	Department of Transportation IG
Small Business Administration	Department of Health and Human Services
Patton Contractors, Inc.	CASU
Rowe Services	Unisys Corporation

### **Emergency Phone Numbers.**

In case of an emergency, please call the Control Center at (817) 978-2888. The Control Center has personnel on duty seven days a week, 24 hours a day. They have access to the proper numbers to get in touch with appropriate personnel if needed.

For medical emergencies, please contact the Health Unit at 978-2870 in Room 13A25.

For emergencies at the Federal Parking Garage (FPG) and FOB basement, use the house phones located in the basement elevator lobbies and in the Federal Parking Garage elevator lobbies. These phones ring directly to the Control Center.

## **Fire and Safety Issues.**

The Occupant Emergency Plan (OEP) is in place to ensure that the occupants of the Fritz G. Lanham Federal Building are prepared for short-term emergency responses and actions until help arrives for such incidents as fire, bomb threats, terrorism, natural disasters, hazardous material leaks, and other emergencies.



Our fire alarm system consists of manual fire alarm activation boxes on all floors, high pitch tone alarms, flashing strobe lights, public address system for emergency announcement, and prerecorded messages. Fire drills are conducted semi-annually. The Occupant Emergency Coordinator (OEC) from the Corp. of Engineers schedules all drills. When the fire drill is over, an “all clear” message will be announced. Our primary fire alarm system and signal monitoring is provided by Smith Alarm, Inc., with back-up monitoring from the Control Center.

An automatic sprinkler system provides full coverage from the basement to the 14<sup>th</sup> floor. The Federal building has a smoke containment feature which is designed to prevent the spread of smoke to other parts of the building during a fire. Fire telephones are provided in red boxes at each emergency stair exit landing throughout the building. These phones ring automatically to the Control Center. Standing lights are installed ahead of the main electrical system and fed by a two grid electrical system. These lights are installed throughout the building for emergency lighting.

Special equipment for physically challenged occupants will be furnished on request and on an as needed basis by the employee's respective agency to ensure their safe evacuation. Escorts are assigned to the physically challenged to help escort them out and away from the building. Also, those who are physically challenged due to a hearing impairment will be notified of the alarm and escorted down the stairs.

The Health Unit maintains first aid equipment.

## **Security Issues.**

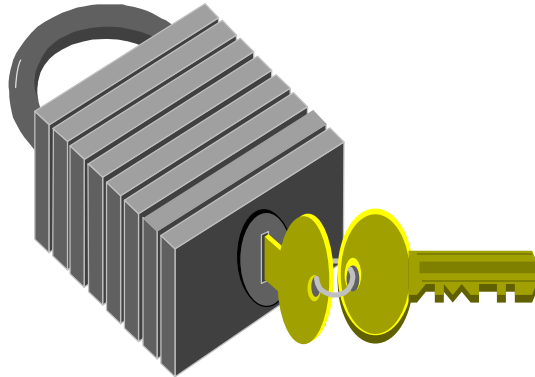
The Federal Protective Service (FPS) provides law enforcement and security services to tenants housed in property owned or leased by the General Services Administration. They are proud of being a state of the art organization focused on providing our customers with prompt, effective, efficient security, and law enforcement services. They offer a comprehensive integrated protection package that focuses on providing effective customer service through the services listed below:

Police Officers	Contract Administration
Criminal Investigations	Crime Prevention Programs
Electronic Security System	Security Surveys and Assessments
Alarm Monitoring	Contract Suitability Reporting System
24 Hour Electronic Security	Uniform Patrol Service

The Fritz G. Lanham Federal Building and Federal Parking Garage have 24-hour, 7 days a week electronic security, alarm monitoring, and security guards. All perimeter entry and exit doors have security alarms. The federal building and perimeter is monitored by closed circuit TV and cameras. The contract security guard's duties include access control at the entrances and exits of our facilities through visitor and employee identification checks.

Identification badges have been issued to all occupants of the FOB. All federal employees, contractors, temporary personnel, etc. are required to wear their ID badges while at work. These badges can be utilized for after hour admittance into the FOB.  
The Control Center can be contacted at 978-2888.

The FPS is responsible for helping you determine your security needs, as well as providing support for your physical security requirements. Their team of Electronic Security System Technicians are experienced in the areas of designing, installing, maintaining, repairing, and operating security systems for GSA owned or leased



facilities. This group is also responsible for developing cost estimates, preparing specifications, and monitoring the contractors' performance on GSA contracts for security systems installations.

The Control Center is operated seven (7) days a week, 24 hours a day. The Control Center receives calls for service region-wide from government employees and civilians. All calls are reviewed by the operator and assigned to a Police Officer and /or Criminal Investigator.

If you should have any parking problems in the basement or at the federal parking garage, please notify the Control Center at 978-2888. Please leave your phone number and what the problem entails.

**Please remember if you SEE IT! HEAR IT! REPORT IT!**  
**CALL 1-800-767-2756**

#### **Service Call Program.**



We have an excellent customer service call program. When a customer calls our office with a complaint or a request for work to be done, a service ticket is issued by using the computerized Express Star System. The system requires that a name, phone number, agency and department, location, and the work requested be obtained and typed into the system in order for a service request to be prepared. A Service Report Card is issued on every fifth service request entered into the system. When the work is completed, a "GSA Performance Survey Report Card" is passed out to our clients so they can evaluate the services rendered. Once the report cards are received back from the customers, they are logged into the system, reviewed for problems and comments made, appropriate action is taken to correct the problem, and the service request is filed.

Each agency should designate a liaison person to receive all complaints concerning the Fritz G. Lanham Federal Building and forward these complaints to the Building Manager's Office for proper action. All service calls will be responded to within 24 hours. Emergency and Indoor Air Quality service calls will be responded to immediately.

### **Indoor Air Quality.**

An independent contractor tests our Indoor Air Quality (IAQ) once a year or more if needed. Test results can be viewed in the Building Manager's office in Room 14B06. The GSA PBS mechanical staff checks and maintains the quality of the air in the building. For more information on this subject, please contact Bob Brown at (817) 978-2856.

### **Loading Dock.**

The loading dock is manned from 6 a.m. to 6 p.m. Monday through Friday. Truck drivers have a 30 minute time limit in order to unload their trucks. If more time is needed, they should check with the Control Center. It is the responsibility of each vendor or employee to ensure that the dock is clean for the next person. If after hour admittance is necessary, arrangements should be made through the Control Center.

For security reasons, all boxes are opened and checked by FPS personnel before entering the federal building.

### **Snack Bars.**

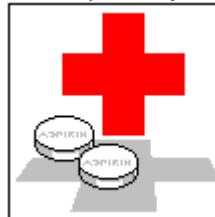


For the employees' convenience, there are two snack bars and a candy/card novelty shop located in the building. One snack bar is on the first floor, located in the southeast corner of the building by the freight elevator lobby, seating capacity is approximately 25. This snack bar serves items such as sandwiches, desserts, coffee, juice, milk, and a large range of home-made snacks including various salads. The 7<sup>th</sup> floor snack bar offers more of a cafeteria style atmosphere, seating capacity is approximately 150. They offer items such as sandwiches, desserts, coffee, juice, milk, and a full lunch special that is advertised on their bulletin board inside the snack bar daily. The candy/card and novelty shop is also located on the 7<sup>th</sup> floor next to the snack bar. Arrangements for these services are made by the General Services Administration through the Texas Commission for the Blind under the provision of the Randolph-Sheppard Act.

### **Health Unit**

The Federal Occupation Health Service, more commonly known as the Health Unit, is located on the 13<sup>th</sup> floor in Room 13A25. They can be reached at (817) 978-2870. The Health Unit offers the following services to our tenants: periodic bed rest; blood pressure and glucose monitoring; allergens, hormones, or other injections; immunizations for influenza, tetanus diphtheria, and pneumonia; cholesterol/lipid screening; diabetes screening; vision screening; computerized health risk appraisals; referrals to the Employee Assistance Program and private physicians; and arrangement for ambulance transportation.

Other services include special clinical services purchased separately on an agency contract basis.



**For medical advise, please call the Health Unit at 978-2870**

### **Building Temperatures.**

Our energy management system monitors the federal building's heating and cooling levels. The heating and cooling temperatures are set according to the seasonal changes and to maintain a common comfort level throughout the federal building. To ensure optimum efficiency of the perimeter air conditioning units, please do not cover the air outlets on top or block the return air vents with furniture, filing cabinets, boxes, etc. A minimum of an 18 inch clearance should be provided between the perimeter units and furniture, walls, etc. in order to allow for servicing of the unit.

## **CASU.**

The Cooperative Administrative Support Unit (CASU) provides moving, labor, and receiving activities for all federal agencies. Their office hours are from 8:00 a.m. until 4:30 p.m. Paul Marsicano is the Support Services Coordinator. Paul can be reached at (817) 978-2209 and Earl Edney is the Support Services Supervisor. Earl can be reached at (817) 978-7331 or 7332. The CASU Office is located on the first floor in Room 1F08.

## **Parking.**

Parking is provided for federal employees at the Federal Parking Garage (FPG) located at 401 W. Texas Street, Fort Worth, TX. Parking is also provided in the Fritz G. Lanham Federal Building basement. All parking is assigned according to the Code of Federal Regulations (CFR). A list of all assigned parking spaces is kept by the GSA Parking Coordinator and the Building Manager's office. The GSA Parking Coordinator assigns spaces to everyone within GSA while the Building Manager's Office assigns spaces to all the other agencies in the FOB, the United States Courthouse, and leased properties. Parking spaces are reserved in the following order of priority:

1. Official postal vehicles.
2. Government-owned vehicles used for criminal apprehension, firefighting, and other emergencies.
3. Privately-owned vehicles of Federal judges and Members of Congress.
4. Other Government-owned and leased vehicles.
5. Service vehicles and vehicles of patrons and visitors, especially handicapped visitors.
6. Severely handicapped employees.
7. Executive personnel.
8. Vanpool/carpool vehicles.
9. Privately-owned vehicles of government employees regularly used for Government business at least 12 days per month and which qualify for reimbursement of mileage and travel expenses under Government travel regulations.
10. Other privately owned vehicles of government employees, on a space-available basis.



Illegally parked vehicles are subject to the issuance of citations for parking violations; and the immobilization or removal of these vehicles.

Proper GSA paperwork(SF 81) needs to be filled out and approved before any parking assignments are provided. This paperwork should be given to the Property Acquisition and Realty Services Division of GSA in order to make the assignment. That Division will distribute approved paperwork to the GSA Parking Coordinator or the Building Manager's Office for execution. Those offices in turn will contact the respondent to assign the parking space(s).

If someone should park in your assigned space, please call the Control Center at (817) 978-2888 to advise them of the problem. Please provide them the tag number, make, and model of the vehicle in your space so they can make arrangements to have the vehicle moved or ticketed. The Control Center will then provide you information on where to park your vehicle.

There are currently four temporary handicapped spaces in the FOB basement which include the following spaces: 73, 74, 79, and 80. These spaces are to be utilized by temporary handicapped personnel only and are assigned by the Disability Awareness Committee. If you need assistance in this area, please call Julie



Howington at 978-2856. These spaces are assigned on a first come first serve basis. In order to utilize these spaces, a doctor's statement or letter is required stating why a handicapped space is needed. Use of the temporary handicapped parking spaces is limited to 90 days.

There are several visitor parking spaces located in the Federal Parking Garage on the 7<sup>th</sup> floor roof. These spaces include space numbers 7175, 7175A, 7176, 7176A, 7177, 7177A, 7178, and 7178A. If you need to utilize one of these spaces, please notify the Building Manager's Office at 978-2856 to reserve your space.



The Federal Parking Garage (FPG) is now open from 6 a.m. until 8:30 a.m. and from 3:00 p.m. until 5:30 p.m., Monday through Friday. The FPG is locked between the hours of 8:30 a.m. and 3:00 p.m. in order to protect employees against assaults, to reduce the number of vandalism attacks on vehicles and car thefts. A security guard is present when the garage is open. If employees need to leave or enter the FPG between the hours of 8:30 a.m. and 3:00 p.m., use your access card by flashing your card in front of the proximity card reader located at the entrance or exit to the FPG. The doors will open once your card activates the door mechanism.

There are two ramps at the FPG, one on the southeast side and one on the southwest side of the garage. The ramps are equipped with traffic lights. The traffic lights are on timers in order to help the flow of traffic in the mornings and in the afternoons. The traffic lights both show to go up between the hours of 7:15 a.m. and 7:45 a.m. and both show to go down between the hours of 4:15 p.m. and 4:45 p.m.

### **Credit Unions.**

The Fort Worth Federal Credit Union is located on the 7<sup>th</sup> floor in Room 7A23. The Fort Worth Federal Credit Union is open from 8:00 a.m. until 4:00 p.m., Monday through Friday. They offer full service banking. Some services offered include: saving accounts, checking accounts, Mastercard and Visa credit card accounts, ATM cards, 24-hour Audio Response Teller, Individual Retirement Accounts (IRA's), Certificate of Deposits (CD's), and Cash Management Accounts. The Fort Worth Federal Credit Union can be reached at (817) 335-2525 or metro number (817) 429-2570.



The Corps of Engineers Employees Federal Credit Union is located on the 2nd floor in Room 2B01. The COE Employees Federal Credit Union is open from 8:00 a.m. until 4:00 p.m., Monday through Friday. They offer full service banking. Some services offered include: savings accounts, checking accounts, notary public, ATM cards, Safe Deposit Boxes offsite, IRA's, CD's, travelers cheques, cashier's checks, outgoing wires and Western Union, Castle Connection Telephone Account Information, Home Improvement Loans, Home Mortgage Real Estate Loans, and New and Used Auto Vehicle Brochure Library. They can be reached at (817) 332-8611.

### **RWA's.**

A Reimbursable Work Authorization (RWA) is a binding agreement between GSA and the customer in the same way that a purchase order is between a government agency and a commercial vendor. The long and complicated GSA Form 2957, Reimbursable Work Authorization (RWA) order forms have been modified and are easier to complete. The new RWA form is only one page and can be mailed in, faxed, and even filled out online. Customers may now use a credit card to pay for miscellaneous services, overtime utility rates, and alteration project costs under \$2,500 and single contract services under \$100,000. For more information on this subject, please reference the RWA packet enclosed.

And for the first time in government history, GSA is offering agencies a money-back satisfaction guarantee. The following conditions apply to the guarantee:

- The guarantee applies to fixed-price RWA projects under \$100,000.
- GSA and the customer must mutually agree to a scope of work, a delivery schedule, and the quality standards prior to starting the project.
- Unless both parties agree, the guarantee is voided if the customer changes requirements or quality standards, delays funding, or alters the completion date.
- The guarantee is also voided due to situations beyond GSA's control such as major unforeseen site conditions, labor strikes, accidents or natural disasters, acts of war, or congressional involvement.
- The amount refunded will be applied first to any Federal Buildings Fund uncollected, or undisputed accounts receivable.

GSA will give our customers a 5% refund and will correct all errors and omissions at no cost to you if all the conditions above are met.

RWA's are billed on a monthly basis, unless a different billing term is requested. However, non-recurring RWA's under \$25,000 will bill at termination date unless requested otherwise.

The timeframe to do the work is established by negotiations between the agency's representative and the GSA representative. If GSA cannot meet your deadline, then we will inform you at the initial meeting and give you the opportunity to perform the work yourself. Our knowledgeable customer service assistant will be more than happy to help you with your RWA order. Please contact the Building Manager's office for assistance at (817) 978-2856.

### **Custodial Cleaning Services.**

Rowe Contracting Service provides an excellent cleaning service to our customers. They also provide grounds keeping and landscaping services. Don Mueller, Project Manager, and his crew work very hard at providing quality cleaning services to our tenants but if you have a problem, please contact the Building Manager's Office at 978-2856.

Trash removal is completed three times a week, on Monday, Wednesday, and Friday. Restroom cleaning and restocking of supplies is done on a daily basis. Bare floors are swept and traffic areas are vacuumed on a daily basis. Offices designated for daily cleaning are vacuumed. Vacuuming is done once a week in all other areas. Dusting of horizontal surfaces, cleaning of glass tops and entrance doors are done on a daily basis. Carpet and mats are spot cleaned daily. Each drinking fountain is cleaned on a daily basis. Entrances, steps, landings, and sidewalks adjacent to the entrances are swept in the morning before occupants' official starting time. Walls are spot cleaned daily that are within 70 inches of the floor.

### **Federal Express.**

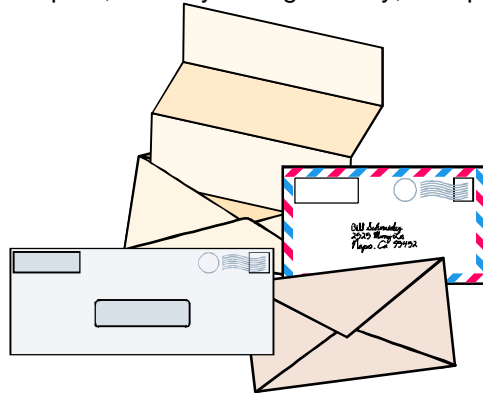
Federal Express Service is available to all FOB tenants Monday through Friday up to 5:00 p.m. FedEx provides us overnight delivery of letters and packages to wherever you want them sent or received. Just fill out a FedEx USA Airbill with the appropriate information, place the Airbill in the plastic covering the FedEx envelope, and deposit the envelope with the airbill on the FedEx machine by the south end of the building. FedEx will pick up letters and packages several times a day. If you need FedEx USA Airbills or envelopes sent to you, please call FedEx at 1-800-463-3339.

### **Living Building Program.**

Another option available to all Federal agencies is the use of the lobby for special activities, such as local fund drives, welfare, health fairs, concessions, and union membership solicitation. These requests should be for commercial, cultural, educational, or recreational use. In order to arrange for such an event, a GSA Form 3453 must be filled out with a full detail of activities, signed, and returned to the Building Manager's Office. The form has to be approved by one of the Building Managers (we recommend that requests be submitted 10 days in advance of the scheduled event). If there is a question about the legality of a request, the request is forwarded to GSA's legal office for review. The applicant will be notified if the request is approved or disapproved by the Building Manager's office.

### **Post Office.**

The FOB contains an U.S. Post Office on the first floor, at the south end of the building. The U.S. Post Office is open from 8:30 a.m. until 5 p.m., Monday through Friday, except holidays.



The Post Office offers a variety of **special** services here at the FOB, as listed below:

**Certificate of Mailing:** If you need to prove only that an item was mailed, use Form 3817 at the time of mailing.

**Certified Mail:** Certification is available for First Class Mail and Priority Mail, use Form 3800. It provides both a receipt showing an item was mailed and a record of delivery.

**Recorded Delivery (International):** This service is available only to certain countries and provides a receipt of mailing for letters and small packages, use Form 8099. For a return receipt, use Form 2865 (International).

**Return Receipt Form 3811:** Registered, Certified, COD, or Express Mail Return Receipt for Merchandise. A return receipt will give you documented proof of when and to whom an item was delivered and the delivery address, if different from the address on the mail piece.

**Postal Insurance; Express Mail:** Shipments are automatically insured for \$500 for merchandise and document reconstruction. Extra insurance up to \$5000 for merchandise is available for an additional fee.

**Other routine services include: Stamps, Stamps By Mail (Form 3227), M, Collect on Delivery (COD's), Money Orders, Post Office Box Service, and Stamps for Collecting.**

### **Missing Children's Program.**

On January 19, 1997, President Bill Clinton signed an Executive Memorandum allowing "Missing Children" posters to be posted in Federally-owned and operated buildings.

The Fort Worth Customer Service Center has implemented this program in all buildings meeting the criteria for the Missing Children program. We have 7 kiosks, one computer generated poster program, and approximately 9 locations with printed posters. The posters are updated monthly with new ones provided by the Regional Level Coordinator for the program.

### **Elevator Service.**

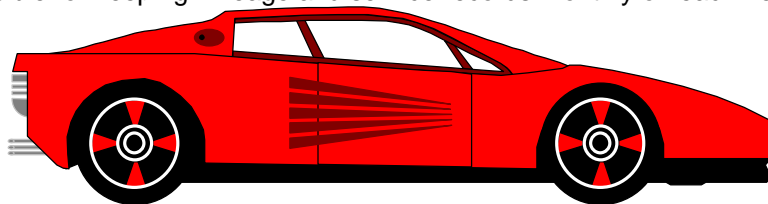
The federal building is equipped with a set of six low rise and six high rise elevators as well as a freight elevator for delivery items. Our low rise elevators travel from the basement to the 7<sup>th</sup> floor, while the high rise elevators travel from the first floor to the 14<sup>th</sup> floor. They are inspected semi-annually by qualified GSA elevator inspectors.

During an activation of the fire alarm system, all elevators automatically recall to the first floor in order for members of the Building Occupant Evacuation Plan to take elevators to all floors for evacuation of disabled personnel.

A national elevator contract was put in place starting October 1997. The elevator contractor awarded the contract for the federal building is Montgomery Kone. The elevator contractor awarded the contract for the Federal Parking Garage is Millar Elevator. All elevators are equipped with emergency telephones that are monitored by the Control Center at all times. However, due to the specifications in the contract, an elevator mechanic is not positioned onsite within the federal building or federal parking garage. In the event that someone is trapped, the elevator company will be contacted by the Building Manager's Office, an elevator mechanic will be dispatched in order to respond to the call as soon as possible.

### **GSA Motor Pool.**

The Fleet Management Center offers leased vehicles for use by federal employees for government business. Simply call the Fleet Manager at 978-3135 and place an order for the vehicle you would like to lease for the year. The Fleet Management Center is located at 401 West Texas Street, Fort Worth, TX. All agencies are responsible for keeping mileage and service records monthly on each vehicle they lease.



### **Clip Board Sales.**

How would you like to sell items from home in a quick and easy way!! We offer a way to do just that. Our 7<sup>th</sup> floor clipboard sale board is just the thing. You may advertise your items to be sold for a period of 30 days by having your sales request approved by the Building Manager's Office, in Room 14B06. All sales requests should include your home number, but not your work number. Pictures are acceptable. No commercial advertising is allowed.

### **Document Holders.**

Document holders are supplied on every floor in the elevator lobbies of the FOB. These document holders can contain information concerning retirement parties, sales promotions, and advertisements of upcoming events. Commercial advertisements are not allowed. All documents must be approved by the Building Manager's Office in Room 14B06 before being placed in the document holders.

### **Internet Address.**

The Fort Worth Customer Service Center is located on the world wide web at <http://www.gsa.gov/regions/7pbs/fwcsc/home.htm>. We encourage you to visit this site and bookmark it for future announcements.

### **Helpful Numbers for Weather Information in the Fort Worth Area:**

Recorded Weather: 787-1701 and 787-1111.

Direct Line to the National Weather Service: 429-2631 ( Available from 8:00 a.m. to 4:00 p.m., Monday through Friday, except holidays.)

NOAA Weather Radio Station: 162.550 MHz (VHF).

Internet Homepage: [www.srh.noaa.gov](http://www.srh.noaa.gov) & [www.nws.noaa.gov/nwr](http://www.nws.noaa.gov/nwr).

To check Texas road conditions call 1-800-452-9292.

The WWV Time Check number is (303) 499-711.

